



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**

Division: Medicine

Job Title: Charge Nurse/Junior Sister

Band: 6

Location: Ward 12, County hospital

Hours: Full time

Managerially accountable to: Ward manager

Professionally accountable to: ward manager, Matron

Role Summary

An exciting opportunity has arisen for a Sister to join us on Ward 12 at County Hospital. Ward 12 is a 28 bedded ward incorporating 18 Respiratory beds and 10 palliative care beds

As a valued member of the team you will be supported in the development of a wide range of clinical skills which will enable you to provide excellent care to patients with both acute and chronic respiratory conditions.

Contributes towards the management of the ward/department. Deputises for the Ward Manager/Senior Sister as and when required. Provides professional leadership and support. Actively promotes practice and educational development at ward/departmental level. Acts in accordance with the NMC Code of Professional Conduct.

Key Areas/Tasks

1. Provides effective managerial and clinical leadership of ward/department staff in conjunction with or in the absence of the Ward Manager.
2. Contributes towards the effective use and deployment of ward/department staff.
3. Undertakes individual performance reviews and identifies and implements personal development plans for junior staff.
4. Assists in the effective management of the ward/department consumables budget.
5. Complies with all Trust policies and national guidelines.
6. Deals personally with patients, families and carers in order to aid resolution of complaints.

7. Represents the ward at meetings as and when required.
8. Facilitates open and effective communication within the ward team.
9. Acts in accordance with the NMC Professional Code of Conduct.
10. Acts as a role model at all times and contributes to the provision of nursing expertise and specialist knowledge within the area of practice.
11. Takes an active role in the implementation of the emerging nursing agenda.
12. In conjunction with the Ward Manager, develops and implements ward induction programmes, perceptorship and clinical supervision.
13. Pursues his/her own professional, clinical and managerial education and development in line with their personal development plan.
14. Contributes towards an environment in which individuals take ownership for their own development.
15. Responsible for implementing educational programmes within the ward/department area which meet the development needs of both nursing and other support staff.
16. Acts as a mentor for both pre and post registration nursing staff.
17. Attends mandatory training and update sessions.
18. In conjunction with the Ward Manager, develops and reviews patient education and health promotion programmes for patients, relatives and carers.
19. Supports the development of an environment that promotes the value of nursing care.
20. Maintains a high clinical profile and facilitates application of theory to practice.
21. Positively influences the assessment, planning, delivery and evaluation of nursing care.
22. Assists in the effective utilisation of resources to achieve a high standard of nursing care.
23. Maintains accurate, legible and timely written/verbal reports that inform other members of the multi-disciplinary team and patients and their carers.
24. Progresses the implementation of Clinical Governance initiatives by acting as a change agent and taking a proactive role in service development.
25. Contributes towards the collection and evaluation of information in order to support clinical decision-making.
26. Promotes current evidence based practice.
27. Takes a lead role in the development of multi-disciplinary audit at ward/department level.
28. Assists in the implementation and monitoring of action plans in order to achieve and maintain ward/ departmental standards.
29. Demonstrates commitment to research skills.

30. Recommends research projects that will benefit patient care.
31. Is receptive and supportive towards the research plans of others.
32. Contributes to the writing of policies, procedures, guidelines and protocols.
33. Participates in the monitoring of standards of care within the Trust Quality Assurance Programme and Patient's Charter.
34. Demonstrates commitment to developing own research skills.
35. Bases own nursing practice on evidence based guidance.
36. Identifies relevant areas for research/evaluation studies

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

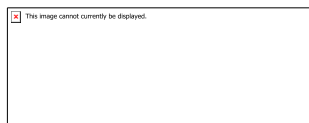
Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNH) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNH is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;